



## **RESEARCH ANALYST I (GENERAL)**

**Departmental Promotional**

**EXAM ID: 2TR2301**

<b>Department(s):</b>	<b>Department of Transportation</b>
<b>Opening Date:</b>	<b>05/01/12 08:00 AM</b>
<b>Closing Date:</b>	<b>05/15/12 11:59 PM</b>
<b>Salary:</b>	<b>MONTHLY-RANGED-SALARY - \$3,106.00 to \$4,670.00</b>
<b>Employment Type:</b>	<b>Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent</b>
<b>Exam Type:</b>	<b>SPOT Exam Single Selection</b>
<b>Location(s):</b>	<b>Sacramento County</b>

### **INTRODUCTION**

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

### **EEO**

The Department strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation.

## **DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## **WHO SHOULD APPLY?**

This is a Departmental Promotional examination for the Department of Transportation.

Applicants must have a permanent civil service appointment with the Department of Transportation as of the final filing date, in order to participate in the examination; or

Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

## **FILING INSTRUCTIONS**

Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

### **FILE BY MAIL**

**Department of Transportation  
Exam Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036**

### **FILE IN PERSON**

**Department of Transportation  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816**

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

## **REQUIRED IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

## **POSITION STATEMENT**

This is an entry, recruiting and developmental class for persons qualified to perform basic technical research and statistical work in one or more areas of a broad range of research fields as a background for advancement in State service. Employees are assigned duties and responsibilities commensurate with their background and training. Positions may be permanently assigned to this level, Research Analyst I, when the major functions of the position do not include the more responsible, varied, independent and difficult assignments found in the full journey person level of Research Analyst II (Various Classes). Work at this level is characterized by a reliance on proven techniques and methodologies and usually involves assignments in areas where a comparable body of knowledge and experimentation exists.

## **ELIGIBLE LIST INFORMATION**

A Departmental Promotional spot eligible list will be established for the Department of Transportation in Sacramento county. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**Note: Proof of completed coursework must be submitted with the application (copy of transcripts). Applications received without this documentation will be rejected.**

## **MINIMUM QUALIFICATIONS**

### **Either I**

Education: Equivalent to graduation from college with any major, but with extensive course work in an area appropriate to the parenthetical specialty, such as economics, psychology, sociology, demography, geography, anthropology, statistics, or a related research-oriented field. (See individual parentheticals.) This must include or be supplemented by at least one course in statistical methods.

(Registration as a senior in a recognized institution of higher education will admit applicants to the examination but they must produce evidence of graduation before they can be considered eligible for appointment.) (Work experience in the California state service performing technical research-related duties appropriate to the parenthetical specialty may be substituted for the required education on a year-for-year basis.)

### **Or II**

Six months of experience performing research-related duties in the class of Management Services Technician, Range B, and twelve semester or eighteen quarter units of college courses in economics, psychology, sociology, demography, geography, or a subject closely related to the work. **Or**

Twelve months of technical research-related duties in a class equivalent to that of Crime Studies Technician I.

## **EXAMINATION INFORMATION**

This examination will consist of a Qualifications Appraisal Panel Exam (QAP) weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

## KNOWLEDGE AND ABILITIES

Knowledge of:

1. Research methods and techniques including planning of studies and investigations, statistical procedures, general principles, concepts and terminology used in research.

Ability to:

1. Gather, compile, analyze and interpret data.
2. Prepare research and statistical reports.
3. Analyze written and numerical data regarding general governmental problems.
4. Speak and write effectively.
5. Reason logically and creatively and use a variety of analytical techniques to resolve or provide information regarding complex governmental and managerial problems.
6. Develop and evaluate alternatives.
7. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
8. Gain and maintain the confidence and cooperation of others.

## VETERANS PREFERENCE

Veterans' Preference credits will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference credit.

## CAREER CREDITS

Career Credits will not be added to the final score of this examination.

## SELECTION PLAN

It is anticipated that the examination will be given in July/August 2012.

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

## CONTACT INFORMATION

For more information regarding this exam, please call the analyst at 916-227-7426.

## SPECIAL PERSONAL QUALIFICATIONS

Willingness to do routine or detailed work in order to learn the practical application of research principles; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or relevant nonschool activities, or by well-defined occupational interests; willingness and ability to accept increasing responsibility; flexibility; ability to work effectively with others.

## DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

## GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or [www.jobs.ca.gov](http://www.jobs.ca.gov).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929*